

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



February 8, 1983

ALL COUNTY LETTER NO. 83-08

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: ASSISTANCE CLAIMING INSTRUCTIONS FOR EMERGENCY LOAN REPORTING
(EL 800 3/79) EFFECTIVE JANUARY 1, 1983

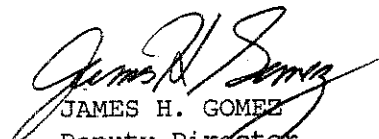
The purpose of this letter is to issue revised claiming instructions for the Summary Report of Uncollected Loans (Form EL 800 (3/79)).

Since the Emergency Loan Program was repealed July 1, 1981, county use of the EL 800 form has decreased. Therefore, to ease workload for county and state staff, we are requesting quarterly submittal of the forms rather than monthly submittal. Proper substantiation is still required to accompany your claim in accordance with Fiscal Manual Sections 25-750 and 25-751. The form will not be revised to reflect this change. Please make an adjustment on your current forms as follows.

In the box at the top right corner of the EL 800 requiring the Date (month and year), fill in the months for each quarter, (i.e., January, February, March/1983 or April, May, June/1983, etc.).

Counties should continue to proceed with their normal loan collection actions. Please do not submit claims for quarters in which you have no loans to report.

If you have any further questions regarding claiming of emergency loans, please contact Betts Smith at (916) 323-0268 or ATSS 473-0268.


JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA